

INSTRUCTIONS: PART III) ELIGIBLE EQUIPMENT

(Required for Construction Grant Applicants Only)

Completing this Form

Before you complete this section, review PTFP's list of eligible and ineligible equipment and project costs.

Multiple sites. If the requested equipment will be placed at several sites, enter the equipment for each location on a separate page. Identify the location for this page on the top line.

Enter only one equipment category on a page. Arrange the equipment requested into the four categories described below.

Check the block at the top of the page to indicate the category of equipment requested on that page.

Categories of Equipment to be listed in Part III

- A. Dissemination Equipment)** Includes antennas, towers, transmitters, STLs, translators, cable/ITFS distribution systems, and equipment required for transmission of a broadcast signal or delivery of non-broadcast programming to the intended audience.
- B. Origination Equipment)** Includes equipment for production of television or radio programs, including items such as cameras, microphones, turntables, recorders, switching equipment, consoles, mixers, editing systems, signal processors, production lighting equipment, and other items necessary for production of broadcast-quality programming.
- C. Interconnection Equipment)** Includes microwave, satellite transmission or satellite reception equipment.
- D. Test Equipment)** Include test items necessary for good engineering practice or **Other eligible equipment)** Specify any other eligible equipment which cannot be classified under the other categories, such as specialized receivers used by handicapped groups (*i.e.*, sub-carrier [SCA] receivers, caption decoders, and similar equipment).

Make photocopies of the form and use as many pages as necessary to list all of the equipment categories requested. Retain a blank original in case PTFP requests revisions.

Identify all major items required for the project. Proposed acquisition of multiple items grouped together for one price must be categorized sufficiently to provide assurance that no ineligible items are included.

Enter requests on left side of page under: **Equipment Request**

In the column headed **Item**, place a general description of the equipment item in question; examples would be "studio cameras", "video production switcher", or "audio console."

In the column headed **Description**, place the manufacturer and model number of the item. (This information indicates only the level of quality of the item. After competitive bidding, different manufacturers and models are commonly purchased.)

The column headed **Item Cost** should include the total cost for that item..

Do not enter Non-equipment Costs or Ineligible Project Costs on this page. They should be included on the Budget page, p 3.

General Information**Ownership of equipment**

Generally, equipment listed as part of the proposed project cannot be owned by the applicant, nor can any funds be *obligated* towards its purchase, before the PTFP closing date for the year the application is (or was) first submitted to PTFP. Inclusion of equipment purchased prior to the closing date will be considered on a case-by-case basis only when clear and compelling justification is provided to NTIA.

Obligation of funds

PTFP considers money to be obligated when the Applicant enters into any sort of binding commitment to spend the money. This means the formal acceptance of a bid offering or the issuance of a purchase order.

Applicants are not permitted to obligate any monies from the eventual Federal share of a grant's Total Project Cost before the project Award Period begins. (PTFP Award Periods usually begin about October 1 and are determined by the Office of Executive Assistance Management.)

If an applicant obligates more than the local match before a grant is formally awarded, an applicant faces two primary risks:

1. It may not be offered a grant award, or
2. Negotiations may reduce the amount of the total project cost, and if the applicant has obligated funds in excess of the negotiated local match, the Federal share will be correspondingly reduced.

Installation Costs

Installation costs should be listed separately on the two lines, "Contractor installation" or "Staff installation." With regard to *transmission* equipment, NTIA strongly favors the use of either manufacturer or professional contractor personnel and commonly funds these costs. On the other hand, NTIA will rarely support requests for installation costs for *studio* or *test* equipment, whether that installation is done by staff or contract employees. Such installation is normally of minimal difficulty and the installation costs should be absorbed in the recipient's normal operating budget. NTIA will take into account demonstrations of exceptional need for such installation support, or demonstration that substantially greater efficiency would result from the use of staff installation instead of contractor installation

If installation is to be done by the applicant's work force, direct cost estimates should be based on existing wage scales.

Donated Equipment



Items of donated equipment that are part of the proposed project should be listed within the proper categories along with items to be acquired with grant funds. Fill in the fair market value of donated items on the "cost" portion of the form. As noted above, applicants may take title to donated equipment prior to the closing date only upon presentation and acceptance by NTIA of clear and compelling justification.

If donated equipment is to be used for the local match, the application should include a certified appraisal from a qualified, independent engineer as to the age, fair market value, and remaining useful life of the donated items. In addition, the applicant must include a letter from the donor confirming the donation.

PART III — ELIGIBLE EQUIPMENT**Construction Applicants Only**Check Category for **This Page**

(For multi-site projects, enter location where equipment will be placed)

Dissemination ☐Origination ☐Interconnection ☐Test/Other ☐

EQUIPMENT REQUEST (including installation costs)				EQUIPMENT PURCHASED (including installation costs)		
Item	Description of Item	Quantity	Cost (whole dollars; include shipping)	Description of Item including Model #	Quantity	Cost (whole dollars; include shipping)
Subtotal Equipment			\$	Subtotal Equipment		
Installation:: Contractor	\$			Contractor Installation	\$	
Installation: Staff	\$			Staff Installation	\$	
Subtotal Installation			\$	Subtotal Installation		
TOTAL CATEGORY			\$	TOTAL CATEGORY		

Top of Page When Submitting to PTFP